

STATE OF MONTANA JOB VACANCY
An Equal Opportunity Employer
3 Page Document

Department of Transportation
Human Resources
2701 Prospect Avenue
PO Box 201001
Helena, Montana 59620-1001

July 7, 2008 Internal/External Statewide

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| Position Title: | Materials Lab Aide |
| Position Number: | 54194032 |
| Classification Code: | 519612 |
| Work Comp Code: | 9411 |
| Bargaining Unit/Code: | MPEA / 0000-8 |
| Division: | Engineering - Materials |
| Location: | Helena |
| Job Status: | Full-Time/TEMPORARY |
| Work Shift: | As Assigned |
| Area Code: | 040 / 029041 |
| Supervisor: | Scott Barnes |
| Grade/Band: | Band 2 |
| Salary: | \$10.220690 hourly Salary will be set in accordance with the pay plan rules. |
| Supplement: | No |
| Closing Date: | March 20, 2008 |

Application Deadline

Application materials from interested Department of Transportation employees must be submitted online or received in the Human Resources office in Helena by 5:00 p.m. on the closing date.

In-state and out-of-state applications are due by 5:00 p.m. Mountain Time on the closing date. You can apply for this position online. Alternatively, you can mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

The above position is being posted in accordance with the bargaining unit agreement.

Non-bargaining unit employees or employees of another bargaining unit may apply. If the position is not filled with a bargaining unit applicant, the non-bargaining unit applicants may be considered. However, bargaining unit applicants will have preference.

Multiple positions may be filled from this announcement.

Application and Selection Process

Factors to be considered in evaluating an applicant's qualifications will include the following:

1. An evaluation of the Montana State application form (PD-25) or the **MDT Application form (available on-line at www.mdt.mt.gov/jobs/)**.

2. A written exam (60% weight and 70% minimum passing score).
3. A structured interview (40% weight and 70% minimum passing score).

All applicants must submit the following documents by the closing date to be considered for this position. These documents will be used to evaluate your qualifications.

A signed and completed State of Montana Application (PD-25) or the **MDT Application form (available on-line at www.mdt.mt.gov/jobs)**.

- * An employment preference may be available to eligible veterans, disabled veterans, handicapped civilians, and spouses of certain veterans and handicapped civilians. If claiming preference, the employment preference form (PD-25A, 12/93) plus the DD-214 (and SRS certification, if appropriate) must be submitted with the application.

Note: Applicant must complete ALL sections of the state application.

Failure to submit completed application materials as specified above will result in disqualification from the selection process. Late applications will be disqualified.

Description of Position

Summary of work: Performs routine Materials Laboratory testing of aggregate, bituminous mixtures, soils and paints. Lifting a variety of materials samples weighing approximately 70-80 pounds on a regular basis. Works under immediate to close supervision.

Examples of work: Following written procedures, obtains or receives samples, records them and prepares them for testing. Conducts basic, standard or routine testing, i.e., operates the designated equipment such as sieve shakers, ovens, Marshall apparatus, presses, penetrometer or viscometer; takes and records readings; compiles data on laboratory forms and uses simple arithmetic. Examples of the basic tests performed are sieve analysis, proctor, asphalt tests, Rice gravity tests, extractions using solvents, concrete tests (cylinders, airtest, slump test). Cleans equipment, maintains order and cleanliness in work area and performs related work as required. Testing will require handling hot aggregates, liquid asphalt and operating industrial type equipment. Required to wear gloves, hearing protection, goggles, aprons, and other protective equipment as is appropriate for the activity. Require travel if assigned to Bridge Deck Evaluation.

Job Requirements

Knowledge: Knowledge of materials laboratory equipment, procedures, and safety standards, the physical sciences, basic mathematical calculations and metric unit conversion.

Skills: Operation of: sieve shakers, presses, penetrometer, viscometer, concrete test equipment, asphalt test equipment, calculator, scales and chemical equipment for paint.

Ability: Perform and report required sampling and tests; to lift approximately 70-80 lbs. on a regular basis; establish and maintain effective working relationships with other employees; follow written and verbal instructions.

Education and Experience: High School diploma or equivalent **AND** one year of work experience.

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the State to consider any such accommodation, the applicant must make known any needed accommodation.

In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to supply documentation within 3 days of hire proving that he/she is eligible to work in the United States. Examples of documentation include a social security card along with a driver's license or other picture ID, a US passport or a green card.

In accordance with the Montana compliance with military selective service act, males new to state government employment must produce documentation showing compliance with the federal military selective service act. Examples of this documentation include a registration card issued by selective service, a letter from selective service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with selective service was not done knowingly or willfully.

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